

**Memorandum of the Meeting  
Regular Study Session/Meeting  
Twenty-Sixth Town Council of Highland  
Monday, February 07, 2011**

The regular study session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, February 07, 2011** at the time of 7:10 o'clock p.m.

**Silent Roll Call:** Councilors, Bernie Zemen, Konnie Kuiper, Mark Herak and Brian Novak were present. Councilor Vassar was absent owing to work related commitment. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

**Others present:** Mitch Ripley, President of HR Unlimited; and Robin Carlascio of Idea Factory were also present.

**General Substance of Matters Discussed**

1. Ms. Carlascio inquired about the Town Council's position on moving from the currently used masthead on the monthly municipal newsletter, commemorating the Town's centenary to a new masthead that would not promote the centenary. It was noted that the official conclusion of the centennial commemoration is April 4, 2011. No objection was raised to making the change.

Ms. Carlascio, noting the recent snow blizzard in Highland and its impact on operations, commended John Bach for his cooperation providing information on the snow event in timely fashion, so that the most recent edition of the municipal newsletter was able to carry information about the event.

Ms. Carlascio departed following this discussion.

2. The Town Council, the Clerk-Treasurer and Mr. Ripley of HR Unlimited, discussed the Third draft of a proposed modified employee handbook, adopted presently as the Compensation and Benefits Ordinance. The discussion included discussing particularly the following matters:
  - (a) The Town Council, the Clerk-Treasurer and Mr. Ripley discussed whether or not the provision in which elected officials would be paid longevity pay. It was noted that presently, Councilor Herak, Councilor Zemen and the Clerk-Treasurer were the only elected officials eligible for the extra pay provision. It was further noted that the Clerk-Treasurer, having been employed by the municipality previous to his elected service, was eligible from his first taking office but that the Clerk-Treasurer has always waived this pay. It was further noted that Councilor Herak waived it as well. It was still further noted that if the longevity pay was eliminated, Councilor Zemen would still continue to receive the longevity pay he was currently being paid until he left the Council, owing to Indiana law prohibiting the lowering of elect officers' pay from its current level.
  - (b) The Town Council, the Clerk-Treasurer and Mr. Ripley discussed the merits of having both longevity pay and monetary service awards based upon years of service for municipal workers.
  - (c) The Town Council, the Clerk-Treasurer and Mr. Ripley discussed the merits of permitting the purchase of up to one week of unused vacation from workers as well as what types of unused paid time off should be paid out upon a worker's unelective separation (firing), elective separation and retirement. This discussion included a colloquy in which clarification was sought by Mr. Ripley regarding the point in which a newly hired full-time worker actually could schedule a vacation. Further, the merits of employing the term "accrued vacation" were discussed.
  - (d) The Town Council, the Clerk-Treasurer and Mr. Ripley discussed the concept of providing a benefit styled as "paid time off" rather than distinguishing these benefits as personal days, vacation days, or holidays.

- (e) The Town Council, the Clerk-Treasurer and Mr. Ripley discussed clarifying the language of the handbook so that it was clear that the leave time associated with the Family Medical Leave Act and the medical disability leave benefit ran concurrently. It was noted that the current policy provides for this.
- (f) The Town Council, the Clerk-Treasurer and Mr. Ripley discussed the merits of paying supplement to workers compensation lost wages benefit, noting that under current law, the lost wages benefit is a tax free benefit to workers. It was noted that the current workers compensation insurance plan, does not include a lost wages benefit for police officers, but it is covered by the current medical disability leave provisions of the Employee Handbook.
- (g) The Town Council, the Clerk-Treasurer and Mr. Ripley discussed changing the policy provisions regarding payment on death of a worker, that allow to recover back vacation already used from the payment of earned but unpaid wages or salary. Mr. Ripley suggested that the recovery provision be eliminated. It was noted that Council members and the Clerk-Treasurer concurred in this.

Councilor Zemen departed at 9:30 p.m.

- (h) The Town Council, the Clerk-Treasurer and Mr. Ripley reviewed particular suggested textual changes to the opening narratives and whether or not the organizational chart should be included. These changes were not substantive in most cases but suggested for reasons of ease of understanding or clarification.

Councilor Kuiper departed at 10:00 p.m.

The discussion as described continued on the particular clarifying, non-substantive changes to text in the Compensation and Benefits Ordinance, the municipal employees handbook.

There being no further business to be discussed by the Town Council, the regular study session of the Town Council, of **Monday, February 07, 2011**, was adjourned at 10:55 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA  
Clerk-Treasurer